

EXIT INTERVIEW FORM

NAME: _____ SOCIAL SECURITY #: _____

SEPARATION DATE: _____ DISTRICT/SECTION: _____

CIVIL SERVICE CLASS: _____ OCCUPATIONAL CODE: _____ C. S. JOB GROUP _____

PART I: TO BE COMPLETED BY THE EMPLOYEE

A. PLEASE RATE THE FOLLOWING INDICATING HOW YOU GENERALLY VIEW DOTD AS A PLACE OF EMPLOYMENT. CIRCLE THE APPROPRIATE RESPONSE.

CATEGORY	POOR	NEED TO IMPROVE	AVERAGE	ABOVE AVERAGE	EXC	DID THIS INFLUENCE YOUR DECISION TO LEAVE DOTD	
1.Benefits	1	2	3	4	5	Yes	No
2.Pay	1	2	3	4	5	Yes	No
3.Employee Orientation	1	2	3	4	5	Yes	No
4.On Job Training	1	2	3	4	5	Yes	No
5.Training Opportunities	1	2	3	4	5	Yes	No
6.Promotional Opportunities	1	2	3	4	5	Yes	No
7.Employee Recognition	1	2	3	4	5	Yes	No
8.Communication	1	2	3	4	5	Yes	No
9.Employee Morale	1	2	3	4	5	Yes	No
10.Working Conditions	1	2	3	4	5	Yes	No
11.Supervision Received	1	2	3	4	5	Yes	No
12.Top Leadership	1	2	3	4	5	Yes	No

B. REASON FOR SEPARATION

1. _____ Salary _____ % of Increase
2. _____ Supervision
3. _____ Personal
4. _____ Retirement
5. _____ Involuntary

RETURN THIS FORM TO HUMAN RESOURCES SECTION

EMPLOYEE'S NAME_____

C.S. CLASSIFICATION _____

SECT/DIST_____ GANG_____

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PART II: TO BE COMPLETED BY HUMAN RESOURCES ANALYST:

A. INTRODUCTION

B. REVIEW REASONS FOR LEAVING AND SUPERVISOR'S COMMENTS; CLARIFY ANY DISCREPANCIES.

What are your plans for the future?

Tell me about your new position.

When did you decide to leave this organization?

Did any specific event make you decide to leave?

How would you describe your workload? Too much work? Not enough? About right?

What did you like most about your job?

Least?

C. QUESTIONS REGARDING:

Retirement

Leave Balances

Reemployment

Insurance conversion/termination

D. COMMENTS AND SUGGESTIONS

E. FORWARDING ADDRESS:

RETAIN IN DISTRICT/SECTION FILES

HUMAN RESOURCES ANALYST